



Division of Developmental Disabilities

NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on proposed changes to the **AdSS Operations Policy 406, MEMBER HANDBOOK AND PROVIDER DIRECTORY**.

This policy is being updated to bring it into alignment with AHCCCS changes. This policy establishes guidelines regarding Member handbooks and provider directories.

- Definitions are being added.
- Language added to note that AdSSs are only required to submit the final version of the Member Handbook to the Division if the AdSS has not obtained The National Committee for Quality Assurance (NCQA) Health Plan Accreditation, as this deliverable has been identified as an item duplicative to NCQA Accreditation.
- Added language to ensure virtual-only status is indicated for virtual-only providers in place of a physical address.

Dates: Public comment will be open for 30 days beginning September 27, 2023 and closing October 27, 2023. Comments must be received no later than October 27, 2023, 11:59 pm, Arizona time.

Instructions: (Complete instructions are located on the Division's [webpage](#))

- The policy may be viewed by clicking [here](#).
- Comments may be submitted online by clicking [here](#).
- Use the line numbers to reference specific comments.
- Do not include any information that you consider confidential or inappropriate for public disclosure.

If access to the online form is not available, comments can be submitted by email to the DDD Policy Unit at DDDpolicy@azdes.gov.

- Submit your comments, along with your full name, mailing address, and phone number.
- If you represent an organization, include the organization's name.

For further information contact the DDD Policy Unit at DDDpolicy@azdes.gov.